

FRANKLIN COUNTY OFFICE ON AGING
280 E. Broad Street, 3rd Floor
Columbus, Ohio 43215

J O B A N N O U N C E M E N T

POSITION TITLE: IT Systems Analyst
(Non-bargaining)

PCN: 111006

SUPERVISOR: MIS Administrator

PRIMARY RESPONSIBILITIES: Under the direction of the MIS Administrator, works to establish, design, coordinate and maintain the IT Systems for the Franklin County Office on Aging. Configures/installs IT equipment, documents system problems, and reviews/suggests improvements to IT/network security procedures. Monitors/oversees network activity including management of network accounts. Maintains PCs and all connected components (e.g., network printers) and peripheral devices (e.g., RAM, hard disk drives). Develops and initiates procedures to backup and restore files and folders and install/upgrade software. Writes web applications involving high-level languages (e.g., HTML, Javascript). Provides training/technical assistance to staff and end users utilizing IT systems. Communicates with other IT staff regarding operational problems and provides prompt solutions. Advises MIS Administrator on methods to manage IT infrastructure and evaluates different software packages, monitors IT cost expenditures, and suggests cost saving opportunities. Performs research to maintain state-of-the-art awareness of leading information technologies and attends training sessions, seminars, and conferences on IT systems subjects. Contacts vendors to initiate equipment repair processes and maintains knowledge of latest vendor offerings/standards. Acts as the IT liaison to other Franklin County agencies, partners, private contractors, and other IT staff to ensure effective system developments and implementations.

MINIMUM QUALIFICATIONS: Desire experience with web site development/maintenance, Microsoft Server 2003+ products, Microsoft SQL Server 2000+ products, Citrix XenApp Server products, VMware ESX 3.5+ products, Microsoft Office 2000+ products, Q System products, and classic ASP, ASP.NET, VBScript, Javascript, and batch files. 10 courses in functions of computer systems (or 12 mos. exp.); 6 courses in office practices & procedures (or 6 mos. exp.); 6 courses in government structure & process (or 6 mos. exp.); 3 courses in supervision (or 3 mos. exp.); 3 courses in budgeting (or 3 mos. exp.); 3 courses in manpower planning (or 3 mos. exp.); 3 courses in employee development (or 3 mos. exp.); 3 courses in statistical analysis (or 3 mos. exp.) 1 course in operation of EDP equipment (or 1 mo. exp.); 100 hrs. training in systems design (or 1 mo. exp.); or equivalent.

DEADLINE FOR APPLYING: Wednesday, June 2, 2010

SALARY RANGE: \$45,801.60 - \$50,377.60 per year, plus a comprehensive benefits package.

If interested, apply on-line at www.franklincountyohio.gov/commissioners/hr

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